	Requirement	Y	N	C	F	Describe how you meet this requirement
1.	Is the proposed solution a 100% configurable, consumer off-the-shelf (COTS) software solution? (i.e. does not rely on custom code and stored procedures)					
2.	Is the solution Web-based with time, attendance, leave, and scheduling information on a single, centralized database?					
3.	Can the solution scale to support all employees on a single database? Please provide testing results that demonstrate this scalability.					
4.	Can you perform enterprise integration with Sungard Pentamation					
5.	Does your solution enable real-time management of overtime, attendance and leave policies ?					
6.	Is the time, attendance, leave, and scheduling software integrated and produced by a single vendor?					
7.	Is the employee self-service and data collection hardware manufactured by the same vendor that produces the time, attendance, leave, and scheduling software?					
8.	Are the time, attendance, leave, and scheduling data available on a single, user interface with a consistent look and feel?					
9.	Does the solution support various time collection methods (internet, terminal, telephone, mobile, etc.)?					
10.	Do you have established programs for soliciting and incorporating customer input into its products and services? Describe.					
11.	Do you host customer website for product support, training, and other customer communications? Please describe the services offered through your website.					
12.	Provide the ability for Managers/Supervisors to view time entries that require approval (both summary and detailed level)					
13.	Provide the ability for Managers/Supervisors to approve the employee's time (where required)					

	Requirement	Y	N	C	F	Describe how you meet this requirement
14.	Provide the ability for Managers/Supervisors to update the employee's time when approving (where required)					
15.	Attach comments to identify reasons for the manual change (i.e. duplicate, missed punch, etc.)					
16.	Provide the ability for an employee to acknowledge their time card if a change has been made (i.e. added, edited, and deleted items. This feature can be turned on or off)					
17.	Provide the ability for a Manager to submit modified time cards without the employee's acknowledgement, however they must attach a reason from a pre-configured list					
18.	Provide an electronic signature for managers to approve time cards that will be sent to payroll when there are no errors and/or 'show stopper' warnings as defined by the System Administrator					
19.	Provide the ability to adjust or correct time entries captured in the current period, but not yet paid.					
20.	Provide the ability to adjust or correct time entries paid in previous pay periods.					
21.	Provide the ability to easily navigate from the error report to the time card to make edits.					
22.	Allow manager edit, add, and deletes of any previous pay period data collected up until a predetermined cut-off time.					
23.	Provide a report that details prior period adjustments and corrections.					
24.	Allow manager edits for the current pay period but prevent manager edits of the previous pay period after the final previous pay period transmittal has been sent to payroll.					
25.	Recalculate all totals immediately after a value is changed.					
26.	Provide interactive exception summary views for common tasks or processes with the capability to drill down on specific employees with exceptions					

	Requirement	Y	N	C	F	Describe how you meet this requirement
27.	Provide the ability to perform actions on employee data within the interactive views, such as edits to timecards and schedules					
28.	Provide the ability to multi-select employees within the interactive view and perform group edits					
29.	Provide the ability to schedule group edits on a specific date/time					
30.	Provide the ability to customize interactive views by manager (for example, the ability to see timecard information, schedules, and hours totals in a single view without having to move from screen to screen.					
31.	Provide the ability for a manager/supervisor to enter or create schedules for employees.					
32.	Provide the ability to view online, an employee's complete work history from the date of go-live.					
33.	Provide the ability to view online, employees' complete future (projected) work schedule.					
34.	Provide the ability to accommodate unlimited schedule changes and adjustments on demand.					
35.	Save "templates" of the most commonly used shifts so that these can be used for ease of editing					
36.	Provide the ability to manage staffing workload of employees needed for each department or job by shift.					
37.	Provide the ability to show employees most suited to open shifts based on employee skills, certification, and availability.					
38.	Provide the ability to define company policy and flag any schedules that do not comply with company policy.					
39.	Track employee preferences and availability					
40.	Track employee seniority by job					
41.	Manage baseline staffing requirements					
42.	Calculate open shifts that require coverage					
43.	Assess coverage to determine over and understaffing					

	Requirement	Y	N	C	F	Describe how you meet this requirement
44.	Provide real-time sharing of actuals from the time and attendance application and the planned start/stop times from scheduler					
45.	Enforce real-time leave balances and usage rules at the time they are scheduled					
46.	Automatically apply schedule quality rules, such as minimums and maximums per employee, per day, per period					
47.	Display schedule assignments at the time and labor terminal					
48.	Does the terminal have a ruggedized, large, user-friendly wVGA color touchscreen display as the primary user interface?					
49.	Does the terminal support onscreen labels to be reprogrammed for each terminal if necessary?					
50.	Does the terminal have a large multi-color LED indicator to indicate valid or invalid transaction?					
51.	Does the terminal have a built-in full range audio speaker to indicate valid or invalid transaction?					
52.	Does the terminal display messages to confirm correct entries or display error information?					
53.	Can the terminal play videos to help a manager and employee learn how to use the terminal?					
54.	Does the terminal support the ability to insert organization specific logo on the home screen?					
55.	Does the terminal have a built-in microphone and support for a call for assistance function to allow employees to make an audio call using VOIP to a predefined set of phone numbers such as help desk or an on-duty manager?					
56.	Can the terminal support finger scan biometric identification technology which allows employees to identify themselves using just their finger (no need to use their badge or pin first) and support up to a maximum of 500 home employees per terminal?					
57.	Does the terminal support the ability to support biometric and					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	non-biometric employees at the same terminal?					
58.	Does the terminal support the ability to require biometric verification for any transaction available on the terminal?					
59.	Does the terminal support the ability to require employees to biometrically verify their identity?					
60.	Does the terminal support the ability to require a manager to biometrically verify themselves along with a badge swipe or pin entry of their badge ID?					
61.	Does the terminal support the ability for supervisors to enroll employee's finger biometric right at the terminal?					
62.	Does the terminal support the ability for finger biometric enrollment at the terminal in under 5 seconds?					
63.	Does the terminal support the ability to be upgraded to support the following external reader choices: HID Proximity, Barcode, and USB Linear Scanner?					
64.	Does the terminal support the flexibility of not requiring badges?					
65.	Does the terminal support the ability to be upgraded with a Lithium Ion backup battery that can keep the terminal powered up for at least 2 hours in the event of a power outage?					
66.	Does the terminal protrude no more than 4 inches from the wall as dictated by the American Disability Act (ADA)?					
67.	Can the terminal be mounted over an AC outlet (on drywall) or have an internal AC outlet installed (on masonry) to secure all power and other connections inside the unit thereby eliminating malicious or accidental disruption of power?					
68.	Does the terminal support the ability for remote desktop control via VNC where an administrator can use a VNC client on their PC to perform operations that would be done at the terminal, or observe					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	employee interaction?					
69.	Does the terminal support one-step punching (no IN or OUT designation required)?					
70.	Does the terminal allow the employees to pick from a list of valid values assigned to the employee so as to eliminate user error?					
71.	Does the terminal support the real-time ability to validate individual data fields based on data format and content, as well as the ability to validate the entire transaction prior to completing the entire transaction so the user can reenter the correct data?					
72.	Does the terminal allow employees to access real-time online information, such as scheduled shift times, accrual balances and messages, as soon as changes are made anywhere in the system?					
73.	Does the terminal support the ability to track labor activities and time and attendance information at the terminal?					
74.	Does the terminal support override restrictions at the terminal, either individually or globally for a group of employees? For example, if overtime is authorized for an entire department, can the supervisor override the restriction for the whole group?					
75.	Can employees view upcoming scheduled shifts in real-time at the terminal?					
76.	Can employees submit a request for vacation, personal, or other time off at the terminal?					
77.	Can employees review personal messages (from manager, status of time off request etc.) at the terminal?					
78.	Can employees view their entire time card in real time for current period, previous period, this week, last week, today and yesterday at the terminal?					
79.	Can employees view their entire time card and approve or remove					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	approval at the terminal?					
80.	Can employees view hours worked in real time at the terminal?					
81.	Can employees view information about vacation, sick, and other accrued time in real time at the terminal?					
82.	Can employees enter cost center transfers in real time where work time can be charged to a different job type, department, location, etc. from this point forward at the terminal?					
83.	Can employees enter missing time at the terminal for manager review that allows an employee to justify an exception?					
84.	Does the terminal support manager logon to perform specified manager transactions?					
85.	Does the terminal have support to create custom online, browser-based transactions?					
86.	Can supervisors/managers add a punch for an employee at the terminal?					
87.	Can supervisors/managers delete a punch for an employee at the terminal?					
88.	Can the terminal prevent employees from punching-in before their scheduled shift unless there is a manager's override? This feature must be able to be turned on and off.					
89.	Does the terminal provide the ability to add or delete punches, as well as enter simple, holiday, and non-productive time (i.e. Sick, Jury) transactions at the terminal?					
90.	Does the terminal provide the ability to configure and manage multiple geographically dispersed terminals from a central desktop application without custom programming?					
91.	Does the terminal allow terminal software upgrades by means of downloading firmware from a network or over modem to minimize the time and effort involved in upgrading to new					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	revisions of the firmware?					
92.	Does the terminal display the correct time for the time zone in which the terminal is installed (in order to correctly calculate actual time worked when punches span time zones)?					
93.	Does the terminal automatically support daylight saving changes?					
94.	Does the terminal prevent loss of transaction data (punches, requests, edits, etc.) in the event of a power outage or loss of network connection?					
95.	Can the terminal function in off-line mode, and send a batch once connectivity is re-established (employees must be able to punch-in/out for shift or break off line) if the time clock has lost communication with the Timekeeping System?					
96.	Does vendor offer a maintenance option of next day replacement of a malfunctioning terminal?					
97.	Provide the ability to record labor information as start-stop times or durations of time.					
98.	Display employee accrual balances on time entry screen to consolidate and simplify time entry					
99.	Pre-populate timecard from scheduled hours					
100.	Provide for leave approval and balances in real-time					
101.	Provide the ability to report time on an exception basis (system generates scheduled time and exceptions are reported where the time is not worked as scheduled).					
102.	Provide the ability to report future exceptions (e.g. vacation or other leaves of absence).					
103.	Provide the ability to report both paid and unpaid time.					
104.	Provide the ability to designate a backup for employees that are unable to enter their time (e.g. due to sick leave).					
105.	Allow employees to access up-to-the-second information, such as scheduled shift times, accrual					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	balances, and messages, as soon as changes are made anywhere in the system.					
106.	Initiate common requests with online forms such as time-off requests, address changes, vacation bidding, shift swapping, etc.					
107.	Provide access profiles to define how a user can access the system and what the user can see and use: logon profiles, data access, and display profiles					
108.	Provide the ability to restrict the use of time entry codes by employee based on access privileges.					
109.	Provide the ability to secure the timesheet data from any updates or changes after a designated sign-off					
110.	Provide the ability to accommodate customized voice prompts					
111.	Restrict inquiry-only functions during periods of heavy traffic					
112.	Allow administrators to measure efficiency and prevent busy signals					
113.	Provide on-demand reports concerning employee profiles, access privileges, line usage, sessions and transactions.					
114.	Allow users to "type ahead" and enter their transactions without having to wait for the prompting script to complete					
115.	Permit assignment of descriptive names instead of numerical values					
116.	Allow configurable prompting levels to let employees perform their transactions via abbreviated prompts and responses					
117.	Terminate calls when users wait too long to respond to a prompt.					
118.	Provide the ability to restart an employee's access to the IVR system by phone, line, time, and password					
119.	Provide the ability for supervisor-to-employee voice messaging or broadcast messaging					
120.	Restrict callers to a designated number or area code before allowing further access to the system					

		Requirement	Y	N	C	F	Describe how you meet this requirement
121.		Capture caller id details to report line usage, login details, telephone options, and transaction details.					
122.		Support the ability for supervisors to add, edit, or delete punches, perform work rule transfers, and review punches on behalf of employees					
123.		Allow employees to access up-to-the-second information, such as scheduled shift times, accrual balances, and messages, as soon as changes are made anywhere in the system					
124.		Does the system provide role-based security?					
125.		Are there access privilege controls? If yes, are they customer-definable?					
126.		Does the system provide audit trails? If yes, for what functions and edits?					
127.		Can the system provide read-only access at the field and user level?					
128.		Please provide a list of all standard reports.					
129.		Are report results exportable to Microsoft Office Applications?					
130.		Is there a custom report writer feature? Please describe or list if third party application.					
131.		If there is a custom report writer feature, how much training is required for a typical MS Office user?					
132.		Does the system generate letters? If yes, for what purposes?					
133.		Can letters be generated based on the following?					
134.		Events (rule-based)					
135.		Selection reports					
136.		What backup and recovery capabilities are built into the system?					
137.		Provide real-time information to decision makers.					
138.		Provide an error and warning report, which list discrepancies with time punches for all employees for the pay period.					
139.		Provide ad hoc reporting capabilities and the ability to create user-defined queries/reports.					

	Requirement	Y	N	C	F	Describe how you meet this requirement
140.	Provide the ability to determine the user that entered or adjusted time entries.					
141.	Provide the ability to determine the user that approved time entries.					
142.	Provide the ability to view the time that has been entered for audit purposes.					
143.	Create a report that displays all forecasted overtime that will occur based on the actual worked hours and the remaining scheduled hours.					
144.	Provide the ability to send an electronic notification to Managers/Supervisors when an employee submits a timecard or another type of request for approval.					
145.	Provide the ability to notify employees of their request status at the badge terminal/time clock.					
146.	Provide the ability to send time-based escalations or reminder notifications for a given task in a process.					
147.	Provide the ability to send an electronic notification to employees if their Manager/Supervisor has not approved (rejected) their time off request.					
148.	Provide the ability to provide an electronic notification to employees if their Manager/Supervisor has changed their time.					
149.	Automatically write approved time off, and other information to the schedule and/or timecard.					
150.	Provide workflow capabilities for common employee/manager communications (such as time approval, time off request or shift bidding); employee/HR communications (such as benefits enrollment); employee/employee communications (such as shift swapping); and manager/HR communications (such as salary/position change approvals).					
151.	Transmissions from the web-based application are kept secure					
152.	Support function-level security access privileges (some functions					

		Requirement	Y	N	C	F	Describe how you meet this requirement
		may be available to specific user-groups).					
153.		Authenticate username and password with existing NT Domain or LDAP server.					
154.		Provide password encryption for employee access.					
155.		Must protect the database from illegal access.					
156.		Provide an audit trail that details and stores edits made to an employee's time, attendance, and schedule information.					
157.		Must be accessible by the entire workforce – part-time, full-time, mobile, permanent, contingent, hourly and salaried workers must all have access to self-service applications and be able to participate in timekeeping and other business processes.					
158.		Must be optimized for access and usability by role – for example, decision-making tools for managers must be robust and intuitive, and reporting tools for the masses must be easy to learn and available on thin-client (and even "no-client") devices.					
159.		Must provide the ability to update set-up tables and have the changes reflected immediately for time entry and processing.					
160.		100% Web-based to facilitate self-service time entry, scheduling and approvals.					
161.		Compatible with SQL architecture.					
162.		Shall have online and batch reporting functionality.					
163.		The solution must ship with complete system documentation, including "how to" guides for managers and employees, as well as database views and reference guides for system administrators.					
164.		All user interfaces must be designed for inexperienced computer users.					
165.		Provide the ability to import employee master file data from Sunguard Pentamation					
166.		Regularly import "updates" for					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	employee master file data.					
167.	Provide the ability to export information to be used by other Back Office systems (i.e. Labor Scheduling, etc.)					
168.	Include bi-directional interface tool					
169.	Provide interface templates to HR and Payroll systems					
170.	Provide real-time integration via XML-based APIs					
171.	Is software and hardware (terminals) support provided from a single vendor?					
172.	Do you have telephone, email, and internet based customer support?					
173.	Is support offered 24/7/365?					
174.	Do you provide a two hours or less response commitment?					
175.	Is there "live chat" capability via the internet with vendor support personnel?					
176.	Provide a sample project plan.					
177.	Describe the qualifications and structure of your implementation team.					
178.	Do you provide different learning paths for employees based on each employee's specific role?					
179.	System should provide an integrated telephony system that accommodates inbound and outbound communication that includes: user leave requests and overtime signup, messaging, overtime offers, and the ability for supervisors to approve leave requests.					
180.	The system must allow the government to create and edit business rules to govern all scheduling and leave issues applicable to full and part-time personnel personnel in multiple collective bargaining contracts.					
181.	The system must allow user-defined and editable business rules to govern leave policies, set schedules, set staffing levels, fill vacancies, handle off-duty work schedules, call out for specialty units, and other types of circumstances that govern					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	scheduling.					
182.	The system must provide a means to update and modify existing business rules, collective bargaining rules, and operating protocols and to schedule its implementation based on a date and time and set of criteria.					
183.	**B. Employee Information**					
184.	System should provide each employee a graphical and user friendly scheduling calendar that reflects:					
185.	Working schedule					
186.	Time off					
187.	Paydays					
188.	Shift trades					
189.	Holidays					
190.	FLSA					
191.	Overtime opportunities					
192.	System must allow each employee to query their current schedule, their most recent past schedule, and any future schedule.					
193.	System should create customizable working assignments and schedules up to a year in advance or more					
194.	System must accommodate user-defined simple and complex rotational assignments comprised of differing start times and working days					
195.	System must accommodate multiple, user-defined shift definitions					
196.	Schedules can be of any making including straight tours, variable hours, differing on/off by time period, and any blend or form					
197.	Assignments must be definable based on skills, job classification, rank, seniority, seniority within a set of skills or within a job classification, or based on an override of criteria for which an exception needs to be marked on the record					
198.	System must be capable of allowing users to electronically submit requests for use of accrued leave including anticipated accruals for vacation and holiday as well as					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	notice of availability of special assignment and overtime availability. The system must enable users to submit these requests through the Internet, workstation and telephone.					
199.	System must manage personnel information including:					
200.	Name					
201.	Address					
202.	Contact information (cell phone, house phone, email address, pager, or fax number)					
203.	Spouse or other contact name					
204.	Employee ID – unique to identify the employee within the system					
205.	Payroll ID – unique payroll number to identify the employee					
206.	Badge ID					
207.	External ID – used for identifying the employee using a 3rd party ID number					
208.	Birthdate					
209.	Gender					
210.	Driver's license information (number, class and expiration date)					
211.	Job title/rank					
212.	Acting job titles/ranks					
213.	Special certifications					
214.	Skill level					
215.	System must identify and manage employee assignments including:					
216.	Regular working assignment					
217.	Working shifts					
218.	Non-working shifts					
219.	Simple rotational assignments comprised of multiple positions and shifts					
220.	Simple and complex rotational assignments comprised of multiple positions, shifts, start times, working duration, and days off					
221.	Ability to identify future assignment changes and to have the system automatically manage assignment changes based on the date the change is to occur					
222.	Ability for the system to send an employee or group of employees a voice message, with receipt confirmation; preferably from within the system.					

	Requirement	Y	N	C	F	Describe how you meet this requirement
223.	Ability for the system to send an employee or group of employees an electronic message, with receipt confirmation; preferably from within the system.					
224.	Enable employees to initiate and complete shift trades, ensuring proper specialty and rank coverage.					
225.	Ability for employees to signup for additional work, including shift work and special events					
226.	**C. Scheduling**					
227.	System Roster reflects customizable color-coding by position, person, rank, group and specialty					
228.	System must provide a daily staffing roster that accommodates:					
229.	Staffing by shift					
230.	6 organizational levels					
231.	Special unit and event deployments					
232.	Staffing by organization policies and procedures					
233.	Track vacancies					
234.	The system must allow an unlimited number of user-defined working and non-working codes					
235.	The system must allow detailed constraints for each code such as advance notice or supervisor approval					
236.	The system must record exceptions to work schedules promptly after a user enters their exception through the Internet, workstation, or telephone.					
237.	System roster must enable the emergency deployment and scheduling of units with qualified personnel in accordance to department scheduling rules and procedures.					
238.	System roster must enable authorized users to fill vacancies in accordance to department policy and procedures.					
239.	System must record exceptions to work schedules after a user enters their exception by telephone, internet or intranet.					
240.	System must prevent too many people taking leave on any day or shift.					

		Requirement	Y	N	C	F	Describe how you meet this requirement
241.		System must notify supervisors to warn them of any unfilled/open positions.					
242.		The system must have an alert system that reacts to vacancies caused by work exceptions and identify the appropriate replacement personnel. The work exceptions should be based on user-defined and editable business rules.					
243.		System must produce and prioritize a list of qualified and available candidates according to the business rules when filling a vacancy.					
244.		The system must provide a function that allows testing to verify business rule accuracy and effect prior to implementation.					
245.		Alerts must be available to notify schedulers of shortages in specialties and rank.					
246.		System provides customized views of rosters.					
247.		System automatically calculates and indefinitely manages holidays (New Year's Eve/Day, Birth Day for Martin Luther King, Memorial Day, Easter, etc.)					
248.		System enables inventory items to be attached to personnel, shifts and units.					
249.		System must have the functionality to apply user-defined scheduling policies to daily staffing rosters. Explain how the system organizes and administers user-defined overtime scheduling policies and procedures based on union and rules based scheduling policies.					
250.		System must provide quick-search capabilities that enables authorized users to identify a person or group of personnel by specific filtering criteria such as: rank, specialties, pre-defined groups, organizational level, shift, and work status.					
251.		The system must generate rosters that correctly reflects staffing that is based on user assignments, exceptions, and deployments. Describe how the system will					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	generate and maintain roster schedules.					
252.	The system must be able to accommodate varying scheduling comprised of multiple start times and rotation. Describe how to set up schedules with varying hours per day and rotational patterns to include rule based schedules.					
253.	The system must automatically manage assignment rotations and future changes in assignments. Describe specifically how the system can automatically change an employee's assignment should they change shifts. For example, John Smith works Shift 1 but will work Shift 2 in two months time. Can the system manage this change automatically without user intervention? If not, describe what the Government should expect to manage changes in assignments for employees.					
254.	The system must administer user-defined leave policies that restrict employees from calling in for leave just before their shift. Describe how the system denies a user from calling in sick 2 hours before their shift, but enables them to call in sick if they call more than two hours before their shift.					
255.	The system must ensure employees cannot work more hours than allowed by law. For example, describe how an employee who worked over 18 hours in a day (both regular and overtime) can be flagged and denied from additional work.					
256.	The system must administer and track overtime in accordance to organization scheduling policies. Specifically, describe how the system supports the determination of the appropriate order in which employees should be called to be offered overtime and the drafting of staff when voluntary overtime does not suffice. Also, explain the system's capabilities to track the resulting overtime worked.					

		Requirement	Y	N	C	F	Describe how you meet this requirement
	257.	The system must take into account differences in staffing policies based on the type of position to be staffed. Describe how the system would qualify, sort, and contact employees for a position that requires the employee to hold a training certification.					
	258.	The system must isolate and manage the scheduling of multiple institutions whose staffing and employee management rules and procedures differ.					
	259.	The system must provide the ability to define rules that identifies and restricts employees from working too many hours within a user-defined period. Explain how the system can accomplish this.					
	260.	The system has the functionality to perform time stamps on each and every data entry point initiated by a user, supervisor, manager, administrator and the application itself and provides a means to review each data entry point for evaluation and audit.					
	261.	The system must have the ability for full and random inspection of fair and equitable provisioning of overtime and special duty assignments based on rules within the organization.					
	262.	The system must maintain an audit trail of all rules used to fill vacancies.					
	263.	Provides an audit trail for all overtime telephone calls made with the result of each call.					
	264.	System maintains a record of who worked each day, and what happened during that shift. This information must be able to be saved and accessed indefinitely.					
	265.	Telephony must be integrated in the system					
	266.	The system must be capable of notifying personnel of open positions and be able to be stopped to allow an individual to call candidates personally					
	267.	Describe how the system performs an outbound call and the options					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	the employee has in accepting work.					
268.	Describe the options the employee has when calling into the system.					
269.	The system must be capable of sending notification to personnel by telephone, voicemail, or pager (including alphanumeric capability), cellular phone, electronic fax, or electronic mail					
270.	System must enable employees to obtain work status information over the telephone.					
271.	The telephone application will allow employees to send recorded schedule work exceptions.					
272.	The telephone application will allow employees to change their phone numbers.					
273.	System must have the functionality to send recorded schedule work exceptions through the telephone.					
274.	System must call out for overtime to fill vacant positions through the telephone.					
275.	System must call qualified employees for vacant positions over the telephone without human intervention.					
276.	System must be flexible to allow for an individual to call staff personally.					
277.	Must accommodate the delivery of messages from an administrator to any employee via touch-tone phone.					
278.	System must allow department-recorded messages to be sent over the telephone.					
279.	System must be able to deliver messages to the individual, group, or entire department with positive message receipt confirmation.					
280.	System must keep an audit trail of who was called, the purpose of the call, and the outcome of the call.					
281.	The system must be a ble to track the time, date and shift called for, the employee called, the supervisor calling and the result of the call (accept, no contact, refusal, etc.).					
282.	The system must be able to track and use employee refusals for					

	Requirement	Y	N	C	F	Describe how you meet this requirement
	overtime for future callback. Describe any functionality the system has to factor in refusals and no contacts into the overtime call order.					
283.	The system security must require both a User ID and password for access.					
284.	The system must allow temporary duty assignments for administrators allowing individuals to have a higher security access for a specific time period.					
285.	System must enable the Government to designate under appropriate security authorization, application administrators and sub administrators to enable assignments and approve schedules and exceptions.					
286.	Provide a detailed narrative of the proposed implementation process.					